



Employee Privacy Policy

Version 7

Table of Amendments and Updates					
Version	Date	Detail	Author	Checked by	Approved by
1	01.06.2018	First version	CCA	SK	RH
2	16.07.2019	Minor formatting and grammatical changes made throughout	CCA	KF	RH
3	10.07.2020	Annual review	CCA	JC	RH
4	30.06.2021	Annual review	CCA	SK	RH
5	13.06.2022	Policy review to ensure objectives remain suitable and sufficient	CCA	KF	RH
6	13.06.2023	Annual Revision	CCA	AN	RH
7	29.08.2024	Reviewed	CCA	SI	RH

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Section One - Employee Privacy Notice

At Richard Hall Ltd, we understand that we have a responsibility to protect and respect your privacy and to look after your personal data.

This Privacy Notice explains what personal data we collect, how we use your personal data, reasons we may need to disclose your personal data to others and how we store your personal data securely.

For clarity, Richard Hall Ltd may be both data controller and data processor for your personal data under certain circumstances.

Section Two - Who are we?

Richard Hall Ltd is a multi-disciplinary company carrying out a wide range of tree and site clearance and agricultural groundworks-based activities. Richard Hall Ltd offers a comprehensive range of services including tree felling, tree surgery, stump removal and preparing the ground for agricultural barns.

We are a UK Limited Company with our registered office at 73a High Street, Egham, United Kingdom, TW20 9HE.

The company number is 05712007 and Mr Richard Hall is the director responsible for data protection.

Section Three - How the law protects you

Data protection laws state that we are only able to process personal data if we have valid reasons to do so.

The basis for processing your personal data is the administration of your employment.

Section Four - How do we collect personal data from you?

We gather information when you apply for a job, go through the induction process as your employment progresses.

If you provide us with personal data about a third party, you warrant that you have obtained the express consent from the third party for the disclosure and use of their personal data.

Section Five - What type of data do we collect from you and store in the personnel file?

The personal data that we collect from you might include:

- a. Personal details;
- b. Medical information;
- c. Medical questionnaires;
- d. Health surveillance records;
- e. Training records;
- f. Information relating to pay and pensions;
- g. Information relating to criminal records;
- h. Driving licence details;
- i. Disciplinary records;
- j. Accident and incident records.

Section Six - Retention periods

We will keep your personal data for the duration of the period you are an employee of Richard Hall Ltd.

Certain information might be kept for up to 40 years for the purposes of H&S management.

Section Seven - Who has access to your personal data?

For the avoidance of doubt, we do not and never shall sell your personal data to third parties for marketing or advertising purposes.

We may pass your personal data to third parties such as:

- a. Pay administration – accountant;
- b. Pension administration;
- c. HSE (RIDDOR);
- d. HSE during investigation;
- e. Occupational health specialists;
- f. Clients upon request;
- g. Police following an accident;
- h. DVLA;
- i. HMRC.

We may share your information if we are acquired by a third party and therefore your data will be deemed an asset of the business. In these circumstances, we may disclose your personal data to the prospective buyer of our business, subject to both parties entering appropriate confidentiality undertakings.

We may share your personal data if we are under a duty to disclose data to comply with any legal obligation or to protect the rights, property, or safety of Richard Hall Ltd, our customers, or others. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

You may ask to see the contents of your personal file at any time. Please ask Mr Richard Hall if you would like to do this.

Section Eight - Your rights

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten.

There are legal and accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.

Our Privacy Notice shall be made clear to you at the point of collection of your personal data.

Section Nine - Where we store your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Our IT equipment is protected by firewall and antivirus software available, and we operate all communication via a private network.

Email and project documents are backed-up regularly onto an external hard drive and this is kept in a remote secure location.

Section Ten - Liability

We agree to take reasonable measures to protect your data in accordance with applicable laws and in accordance with our Terms and Conditions.

In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.

Section Eleven - Contact us

Please e-mail any questions or comments you have about privacy to us at office@richardhall.co.uk

Section Twelve - Your right to make a complaint

You have the right to make a complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>


*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

Telephone: 0303 123 1113

Section Thirteen - Implementation, maintenance, and review

Richard Hall as Managing Director accepts overall responsibility within the company and is responsible for all policy implementation.

The Managing Director may appoint competent persons to assist them with the implementation of this policy.

Signed by	Richard Hall
Position	Managing Director
Signature	
Date	29 th August 2024
Due date for latest revision	29 th August 2025